

Effective: 08/23/2023

## **Policy 218: Attendance Policy**

Related Policies and Procedures:

Adopted: 08/23/2023

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### **I. Introduction**

At Central Penn College, regular attendance in scheduled on ground classes, clinical and externship experiences, and frequent and full participation in online activities is expected of all students. Satisfactory attendance is a vital part of measuring each student's performance. Excessive absences for a particular course can result in a lowered achievement rating and or course grade. As an attendance-taking institution, Central Penn College sets specific requirements for attendance that students must meet to remain enrolled in their courses.

### **II. Responsible Party**

Office of Academic Affairs

### **III. Purpose**

Central Penn College complies records regular attendance as a vital part of measuring student performance, retention, and success.

### **IV. Definitions**

**On-ground Attendance:** Students are expected to attend each meeting of each scheduled class for which they are officially registered as time is awarded as per the credit hour policy for each scheduled class. Students are scheduled for these classes and any time absent will be recorded. Students must refer to each Professor's Attendance Policy as noted in the course syllabus for details.

**Online Attendance:** Students are expected to complete academic activities assigned by the professor for each scheduled course weekly. Time is awarded for completing graded assignments that may include but are not limited to submitting an academic assignment; taking a quiz or exam; an interactive tutorial, participating in an online discussion; as well assigned academic activities a student completes asynchronously by the assigned deadline as per the syllabus. The syllabus acknowledgment does not count as academic work.

**Last Date of Attendance:** Defined as the last date of physical attendance in an on-ground course or the last date of recorded academically related activity within a course.

**V. Policy**

At Central Penn College, regular attendance in scheduled on ground classes, clinical and externship experiences, and frequent and full participation in online activities is expected of all students. Satisfactory attendance is a vital part of measuring each student's performance. Excessive absences for a particular course can result in a lowered achievement rating and or course grade. As an attendance-taking institution, Central Penn College sets specific requirements for attendance that students must meet to remain enrolled in their courses. Students are expected to complete all assigned coursework and out-of-class work to receive the full benefit of their educational program. Attendance is recorded for all appropriate online and on-ground activities and becomes a part of the student's permanent record with the college. Students must continuously participate in their courses to satisfy the attendance requirement.